**Application for permission to use premises at 13 George Street, EH2 2PA**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Contact Name and Position** |  |
| **Address** |  |
| **Scottish Charity No.** |  |
| **Telephone** |  |
| **Email** |  |
| **Name of Event** |  |
| **Date and time of event including set up** |  |

**Type of event and requirements: Facilities needed:**

**(tick where applicable) (for office use)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Baptism** |  | **Davidson Room** |  |
| **Blessing** |  | **Bells** |  |
| **Club** |  | **Choir** |  |
| **Concert** |  | **Kitchen** |  |
| **Conference** |  | **Meeting Room** |  |
| **Funeral/Memorial Service** |  |  |  |
| **Luncheon or supper** |  | ***ROOM*** |  |
| **Meeting** |  | **Sanctuary** |  |
| **Reception** |  | **AV system** |  |
| **Talk** |  | **Undercroft** |  |
| **Wedding- request specific form** |  | **Grand Piano** |  |
|  |  | **Minister** |  |
|  |  | **Music** |  |
|  |  | **Organ** |  |
| **Other – description:** |  | **Stand-alone Projector/screen** |  |

**Office use only:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Provisional in Diary** |  | **Charges:** |  |
| **Confirmed in Diary & Deposit Paid** |  | **Rental** |  |
| **Entered on Website**  |  | **Music** |  |
| **Publicity received**  |  | **Catering** |  |
| **Publicity process triggered** |  | **Piano** |  |
| **Invoiced for balance** |  | **Piano tuning** |  |
| **Balance Paid** |  | **Other/video** |  |

**Set-up:**

|  |  |
| --- | --- |
| **Number attending** |  |
| **Style of layout** |  |
| **Other details****(e.g. break-out groups, chairs on dais)** |  |
| **AV equipment needed- Please ask for more information** |  |
| **Catering required:****(please discuss details with Cafe Manager and Church Manager)** |  |
| **Bells (Bells captain to be contacted for availability & booking)** |  |

***Other information required***

|  |  |
| --- | --- |
| **Will the general public be admitted?** |  |
| **Will there be an admission charge?** **If yes, how much?** |  |
| **What attendance do you expect (approx)?** |  |
| **Will Alcohol be used, either served free or sold?** |  |
| **Do you have an occasional license? (this is mandatory and your responsibility)** |  |
| **Would you like us to display your poster?** |  |
| **Do you require disabled access?** |  |
| **How did you hear about us?** | **Internet** |
|  | **Family/Friends** |
|  | **Other- please specify** |

**I apply for permission to use premises at St Andrew’s and St George’s West Church, George St only, on the accompanying Terms and Conditions which I have read, understood and accepted.**

**Signature Date**

**On behalf of (organisation)**